

# Reduced Course Load Approval Form

**READ THIS FIRST:** I understand that F-1 students are required by the U.S. Citizenship and Immigration Services, or U.S. CIS (formerly INS), to take a minimum of 12 hours per semester (9 hours for graduate students) to maintain F-1 student status. I further understand that dropping below the minimum requirement without proper authorization will cause me to lose my F-1 student status and that **I must seek reinstatement from the U.S. CIS before the beginning of the next semester. Failure to do so will disqualify me for practical training, on-campus employment, transferring to another school and other benefits that F-1 students are entitled to.**

I have read the above and fully understand the consequences if I drop below the minimum requirement without proper authorization --- 12 hours for undergraduate students and 9 hours for graduate students.

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Name of Student	Signature of Student	Date
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**REASON FOR TAKING LESS THAN A FULL-TIME LOAD/DROPPING A CLASS  
(No advisor's signature needed):**

1. \_\_\_ This is my first semester (or my first semester after completing the IE program) and I am having trouble with English although I have fulfilled the minimum English proficiency requirement of the University.
2. \_\_\_ My doctor or a health care professional recommends this. I have attached current documents signed by the doctor or the health care professional.

**REASON FOR TAKING LESS THAN A FULL-TIME LOAD/DROPPING A CLASS  
(ADVISOR'S SIGNATURE REQUIRED BELOW):**

3. \_\_\_ This is the final semester of my program. I need less than a full load to graduate.
4. \_\_\_ I was misadvised. (please explain in detail below and attach documentation from the advisor who misadvised you):

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5. \_\_\_ I am unable to take a full-time load due to the following academic/advising reason (please explain in detail below or attach documentation to this form):
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**Name of Advisor (** = required for #3-5 above)	Signature of advisor	Date
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**ACTION BY INTERNATIONAL STUDENT ADVISOR**

1. \_\_\_ The drop is authorized in accordance with U.S. CIS regulations.
2. \_\_\_ The drop is **NOT** authorized. If the student drops, he/she must seek reinstatement with the U.S. CIS in order to maintain good standing with Washburn University.

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Name of Int'l Advisor	Signature	Date
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